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6-7252

3 MAR 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Proposed Notice [REDACTED] Supply, Material
Disposition, Turn-in of Excess Material
(Job #917-RB)

25X1A

1. Subject notice has been reedited in accordance with instructions from your Office.

2. In answer to your query regarding the distinction in turn-in methods of administrative and operational supplies: administrative supplies, both expendable and nonexpendable, are obtained by a request, usually verbal, to the Building Supply Officer who maintains all records; operational supplies, both expendable and nonexpendable, are obtained by requisitioning them and all records maintained by the Office of Logistics, to whom they necessarily must be returned with a Property Turn-in or Transfer Slip.

3. It is recommended that this notice be authenticated.

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[REDACTED]
Chief, Regulations Control Staff

RCS/RBB:rod

Document No. 078

No Change to Block.

Initials	Date	By:
MM DD YY	NOV 20 1978	[REDACTED]
FBI - WASH D.C.		
Date		By:

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This Notice Expires 7 February 1956

[REDACTED] 25X1A

NOTICE

LOGISTICS

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SUPPLY

MATERIAL DISPOSITION

TURN-IN OF EXCESS MATERIAL

1. ADMINISTRATIVE SUPPLIES AND EQUIPMENT

Excess administrative supplies and equipment originally obtained from the Building Supply Offices will be disposed of either by delivering the material to the Building Supply Officer or by requesting him to have the material removed.

2. OPERATIONAL SUPPLY ROOM MATERIAL

Excess operational material originally obtained from the Operational Supply Room will be returned to the Operational Supply Room.

3. GENERAL OPERATIONAL MATERIAL

Excess operational material obtained from sources other than the Operational Supply Room will be turned over to the Building Supply Officer with an original and 4 copies of Property Turn-In or Transfer Slip (PTI), Form No. 36-24. The fifth copy will be retained by the Responsible Officer.

- a. The Property Turn-In or Transfer Slip will show for each item the item stock number, the description, [REDACTED] and the number 25X1 of the property account to which the property was originally charged. It will specify the reason for the return of the material to stock, e.g., excess to needs, unserviceable, etc. The cause for unserviceability will be annotated on the Property Turn-In or Transfer Slip.
- b. The stock catalog will be used to determine stock numbers and descriptions. In the event that the catalog does not contain a listing for an item, the best possible description will be given.
- c. [REDACTED]

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[redacted]

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NOTICE

LOGISTICS

25X1A

4. DUTIES OF THE BUILDING SUPPLY OFFICER

The Building Supply Officer will review the Property Turn-In or Transfer Slip and will contact the originator for additional information, if required. He will make all necessary arrangements for disposition of the property involved.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

SIGNED
L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: AB

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